

# Duty And Travel Amendment Request

Only 2 Amendments per order are allowed.

Please attach a copy of the original order to be amended.

Request Date:

SSN:

Order Number to be Amended:

TDC:

Name:

Date of Original Order:

Unit:

## Change Requested

<input type="checkbox"/>	Government Vehicle	<input type="checkbox"/>	POV	<input type="checkbox"/>	Rental	<input type="checkbox"/>	Other
<input type="checkbox"/>	Quarters Available	<input type="checkbox"/>	Quarters Not Available				
<input type="checkbox"/>	Rations Available	<input type="checkbox"/>	Rations Not Available				
<input type="checkbox"/>	Dates From _____	<input type="checkbox"/>	Dates To _____				
<input type="checkbox"/>	Rental Required	<input type="checkbox"/>	Van	<input type="checkbox"/>	Intermediate	<input type="checkbox"/>	Economy

**As Reads:** *(Must read exactly as it does on the original order)*

**How Changed:** *(Make changes to original order)*

**Explanation:** *(For any above checkmarks)*

<input type="checkbox"/>	Approved	Name / Date	Reason
<input type="checkbox"/>	Denied		

POC Name:	Rank:	Phone Number:
Approved by Signature:	Office Symbol:	Date:
Fund Mgr:	Rank:	Date: